
Dated June 14, 2007

GPR 4200.1 Goddard's Property Custodian Handbook



Goddard Procedures and Guidelines

DIRECTIVE NO. GPR 4200.1

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Responsible Office: Code 273/Supply & Equipment Management Branch

Title: Property Custodian Handbook

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PREFACE

P.1 PURPOSE

This directive offers procedural guidance to GSFC personnel for the acquisition, management, use, and final disposition of the Center's government-owned equipment assets. This directive is designed to familiarize the Center's property custodians with the policies, procedures and regulations for property accountability and responsibility for all equipment users and their management. The directive includes:

- a. Establishing accountability and tracking of controlled equipment, including sensitive items
- b. Processing equipment loans to Center employees, NASA Centers, federal agencies, profit and non-profit organizations, foreign locations, and to educational institutions
- c. Shipping of government-owned equipment assets
- d. Storing of inactive government-owned equipment assets
- e. Inventorying of government-owned equipment
- f. Processing equipment losses
- g. Excessing equipment no longer required

P.2 APPLICABILITY

This directive applies to all Goddard Space Flight Center (GSFC) organizations.

P.3 AUTHORITY

- a. 42 U.S.C. 2473(c)(1), Section 203(c)(1) of the National Aeronautics and Space Act of 1958, as amended
- b. 40 U.S.C. 471 et seq., The Federal Property and Administrative Services Act of 1949, as amended.
- c. 41 CFR Chapter 101, Federal Property Management Regulations
- d. 5 CFR Section 2635.704 Use of Government Property
- e. NASA Federal Acquisition Regulations (FAR) Supplement Part 1845, 48 CFR Part 1845 and 1852, Government Property
- f. [NPD 4200.1](#), Equipment Management Policy
- g. [NPD 4300.1](#), NASA Personal Property Disposal Policy
- h. NASA Federal Acquisition Regulation Supplement 1852.245-71
- i. Federal Cataloging Handbooks H2 series

P.4 REFERENCES

- a. NASA Financial Management Manual 9250, Property Accounting
- b. [NPD 8621.1](#), NASA Mishap and Close-Call Reporting, Investigating, and Recordkeeping Policy
- c. [NPR 4200.1F](#), NASA Equipment Management Manual

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- d. [NPR 4300.1](#), NASA Personal Property Disposal Procedures and Guidelines
- e. [NPR 4310.1](#), Identification and Disposition of NASA Artifacts
- f. [NPR 7900.3](#), Aircraft Operations Management
- g. [NPR 8621.1](#), NASA Procedures and Guidelines for Mishap Reporting, Investigating, and Recordkeeping
- h. Standard Form 122 –Transfer Order Excess Personal Property
- i. Optional Form 347 - Order for Supplies or Services
- j. [NASA Form 598](#) - Property Survey Report
- k. [NASA Form 1517](#) - Property of NASA U.S. Government, standard size
- l. [NASA Form 1517A](#) - Property of NASA U.S. Government, mini size
- m. [NASA Form 1602](#) - NASA Equipment Management System (NEMS) Transaction Document
- n. [NASA Form 1617](#) - Cannibalization or Modification of Controlled Equipment
- o. [NASA Form 1618](#) - Found on Station (FOS) Equipment Investigation
- p. [NASA Form 1638](#) - NPDMS Excess Personal Property Pickup Authorization
- q. [GSFC Form 20-4](#) - Transfer/ Shipping Request
- r. [GSFC Form 20-9](#) - Report of Excess Property
- s. [GSFC Form 20-16](#) - Storage Request
- t. [GSFC Form 20-34](#) - Property Custodian Receipt
- u. [GSFC Form 20-38](#) - Excess Property Transfer Request
- v. [GSFC Form 20-52](#) - External Loan Agreement
- w. [GSFC Form 20-53](#) - Private Property Pass
- x. [GSFC Form 20-56](#) - Exchange of Personal Property for Replacement Request
- y. [GSFC Form 20-62](#) - Storage Out Request
- z. [GSFC Form 20-62A](#) - Storage Return Request
- aa. [GSFC Form 20-68](#) - Control/ Capitalization of Locally Fabricated Equipment
- bb. [GSFC Form 20-69](#) - Disposal of Excess Information Technology Property
- cc. [GSFC Form 20-70](#) - Employee Loan Agreement
- dd. [GSFC Form 20-71](#) - NASA Property Permit
- ee. [GSFC Form 20-72](#) - Removal of Government-owned Property by Contractor Employees For 30 Days or Less
- ff. <http://code700/ApplicationDevelopment/Documents/Forms/SMD-MF-200.pdf>
- gg. [GSFC Minimum Standard Sensitive Item List](#)
- hh. [NEMS Adhoc Inquiry Subsystem User's Guide](#)

P.5 CANCELLATION

This directive cancels the GSFC User's Guide for Property Custodians.

P.6 SAFETY

None

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P.7 TRAINING

All Center property custodians are required to attend the annual (refresh) Property Custodian Training. Newly appointed property custodians are required to attend a new Property Custodian Training Session once they have received notice of their appointment and annual training sessions thereafter.

P.8 RECORDS

Record Title	Record Custodian	Retention
Optional Form 347	Receiving	NRRS 1/94
NASA Form 598	Equipment Manager	<u>NRRS 4/2A</u> (Files involving pecuniary liability) - Destroy 10 years after date of action. <u>NRRS 4/2B</u> (All others) - Destroy 2 years after date of survey action or date of posting medium.
NASA Form 1517	Property Custodian	NF 1517 shall remain on item until turned in as excess. At that time, the PDO shall remove the NF 1517 and destroy.
NASA Form 1517A	Property Custodian	NF 1517a shall remain on item until turned in as excess. At that time, the PDO shall remove the NF1517a and destroy.
NASA Form 1602	Equipment Manager	Handle as permanent pending retention approval
NASA Form 1617	Equipment Manager	Handle as permanent pending retention approval
NASA Form 1618	Equipment Manager	Handle as permanent pending retention approval
NASA Form 1638	Property Disposal Officer (PDO)	<u>NRRS 4/6B</u> - Destroy when obsolete or superseded, or when 2 years old, whichever is sooner.
GSFC Form 20-4	Equipment Manager	<u>NRRS 1/94A</u> - Destroy 2 years after Fiscal Year in which completed/cancelled, or 3 months after conversion to an Automated Data Processing (ADP) system.
GSFC Form 20-9	PDO	<u>NRRS 4/6B</u> - Destroy when obsolete or superseded, or when 2 years old, whichever is sooner.
GSFC Form 20-16	Storage Manager	<u>NRRS 12/B1</u> - Retire to FRC with 2 years old. Destroy when 10 years old
GSFC Form 20-34	Property Custodian	Destroy after expiration or revocation
GSFC Form 20-38	PDO	Handle as permanent pending retention approval
GSFC Form 20-52	Equipment Manager	<u>NRRS 4/8B</u> - Retire to FRC 2 years after the end of the FY in which the property is returned. Destroy 6 years after the end of the FY in which the property was returned.
GSFC Form 20-53	Equipment Owner	TBD
GSFC Form 20-56	PDO/Procurement	Handle as permanent pending retention approval
GSFC Form 20-62	Storage Manager	Handle as permanent pending retention approval

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GSFC Form 20-62A	Storage Manager	Handle as permanent pending retention approval
GSFC Form 20-68	Equipment Manager	Handle as permanent pending retention approval
GSFC Form 20-69	PDO	Handle as permanent pending retention approval
GSFC Form 20-70	Equipment Manager	<u>NRRS 4/8A</u> - Destroy 3 months after expiration or revocation
GSFC Form 20-72	Property Custodian	<u>NRRS 4/8A</u> - Destroy 3 months after expiration or revocation
GSFC 20-10 Security Investigative Report	Equipment Manager	Handle as permanent pending retention approval
Receiving and Inspection Acceptance Document	Receiving	Handle as permanent pending retention approval

P 9. METRICS

The Agency's equipment loss tolerance rate metric for each NASA Center is 0.5 percent per fiscal year.

P10. DEFINITIONS

- a. Assembly Item - An item without which the basic unit of equipment cannot operate, such as motors for pumps and machine tools.
- b. Borrows - Term used to differentiate internal loans between property custodians at the same Center or between Centers from external loans within NEMS.
- c. Calibration - The process of determining the deviation from a standard so as to ascertain the proper correction factors for measuring instruments.
- d. Cannibalization - The removal of serviceable parts, components, or assemblies from one piece of equipment to be used as replacement in other equipment or to fabricate another item.
- e. Capital Equipment - An item of equipment with an acquisition cost of \$100,000 or more that has an estimated service life of two years or more, that shall not be consumed or expended and that most generally shall be identified as an independently operable item.
- f. Condition Code (CC) - A code assigned to indicate the physical condition and usability of equipment.
- g. Contracting Officer (CO) - Any person with the authority to enter into and administer contracts and make determinations and findings with respect thereto, or with any part of such authority.

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- h. Contract Number - A unique identifier assigned to each NASA Contract, pursuant to the NASA FAR Supplement 1804-7102.
- i. Contracting Officer's Technical Representative (COTR) - An authorized representative of a Contracting Officer acting within the limits of their authority.
- j. Contractor-Acquired Equipment – Equipment procured or otherwise provided by the contractor for the performance of a contract, title to which is vested in the government.
- k. Controlled Equipment - All equipment that has an acquisition cost of \$5,000 or more, that has an estimated service life of two years or more or that shall not be consumed or expended. Also includes selected items of equipment with an acquisition cost of less than \$5,000 designated and identified as sensitive by the Center.
- l. Directorate Representatives - The key individual(s) within the equipment management organization interfacing with the property custodians and equipment users.
- m. Directorate Liaisons – The key individual appointed by the Director Of to serve as a liaison between the Director Of, the directorate's property custodians, and the Supply & Equipment Management Branch, to ensure all property management issues are resolved in a timely manner.
- n. Electronic Mail - An electronic method of sending messages that can also be used to request property custodian or user changes in lieu of the NF1602.
- o. Entry Reference Number (ERN) - A unique control number generated by NEMS for each transaction input to NEMS.
- p. Equipment - An item of real or installation property generally in the configuration of a mechanical, electrical, or electronic apparatus or tool, normally costing in excess of \$500, which may perform a function independently or in conjunction with other equipment or components.
- q. Equipment Control Number (ECN) - The identification number assigned and affixed to each item of equipment for control purposes using a bar code tag or decal.
- r. Excess Turn In - Personal property determined unnecessary to the need and discharge of the holding organization and therefore turned into the Property Disposal Officer for reutilization or disposal.
- s. Fabricated Item – Personal property, which is designed and manufactured or assembled as a result of work orders, cannibalization, or other similar methods.
- t. Federal Supply Class - A four-digit property identification code describing commodity classification. See Federal Cataloging Handbooks H2 series.

- u. Found on Station (FOS) - Any equipment meeting the criteria for control for which formal accountability has not been established.
- v. General Ledger – The Center’s general ledger is maintained and updated by the Financial Management Office. The accounting personnel shall ensure all capital equipment adds, cost adjustments, and deletes are posted to the General Ledger (G/L) in a timely manner and that it balances with NEMS on a semi-annual basis.
- w. Government Bill of Lading (GBL) – A receipt issued by the Government that lists goods shipped.
- x. Government Furnished Equipment (GFE) - Equipment in the possession of, or directly acquired by, the Government and subsequently made available to the contractor.
- y. Heritage Asset – Equipment of historical and natural significance; or cultural, education or artistic (e.g. aesthetic) importance; or has significant architectural characteristics.
- z. Industrial Property Officer (IPO) - The IPO is the individual designated by the Center Director to manage and coordinate Center property matters among the various contracting officers, technical officials, contractor officials, delegated government property administrators, and plant clearance officers.
- aa. Leased Equipment - Equipment that has been conveyed by or to NASA by contract for a certain time period in consideration of payment or rental fee.
- bb. Loaned Equipment - Equipment in temporary use by other than the accountable organization.
- cc. Maintenance and Repair of Equipment - Recurring day-to-day, periodic, or scheduled activity required to keep equipment in working condition, or to resolve it or its components to a condition substantially equivalent to its original designed capacity and efficiency.
- dd. Modification - A basic or functional change made to an equipment item to give a new orientation, or to serve a new purpose.
- ee. NASA Federal Acquisition Regulation (FAR) Supplement - A document along with the Federal Acquisition Regulation (Federal Acquisition Regulation), establishes uniform policies and procedures relating to the procurement of property and services. The NASA Federal Acquisition Regulation Supplement applies to all purchases and contracts made by NASA for property and service which obligate appropriated funds.
- ff. NEMS Control - That segment of the equipment management organization that processes all equipment transactions and generates applicable forms and reports (see Transaction Control Document).

gg. Non-controlled Equipment - Items of equipment not designated as sensitive that has an acquisition cost of less than \$5,000.

hh. Personal Property - Property of any kind, including equipment, materials, and supplies, but excluding real property.

ii. Plant Clearance – All actions related to the screening, redistribution, and disposal of contractor inventory from a contractor’s plant or work site. Contractor’s plant includes a government facility when it is contractor-operated.

jj. Property Custodian - An individual appointed by the Division Chief who is responsible for the controlled equipment assigned to the organization.

kk. Property Disposal Officer (PDO) – The government official appointed by the Center Director responsible for managing the Center’s screening, redistribution, and disposal functions.

ll. Property Survey Board – Established by the Center Director for a specific term, composed of members representing each directorate, with alternates as appropriate, and a chairperson that shall investigate and make recommendations concerning the loss, damage, or destruction of property exceeding \$1,000 in acquisition value.

mm. Property Survey Officer (PSO) - Appointed by the Center Director for a specific term, with the authority to approve all survey reports and investigate survey reports not handled by the Property Survey Board.

nn. Purchase Request (PR) or Purchase Order (PO) - A document utilized to state requirement for, and to authorize purchase of, goods and services.

oo. Sensitive Item - An item of equipment that, due to its pilferable nature or the possibility of it being a hazard, requires a stringent degree of control. Sensitive items can be capital or non-capital equipment and are controlled at \$500 except for weapons, which are controlled regardless of cost. . (See P.4 References, gg. Sensitive Item List)

pp. Supply & Equipment Management Officer (SEMO) – A government official, appointed by the Center Director, responsible for providing functional management and leadership in the implementation of an effective equipment and supply program.

qq. Survey Report - A report of administrative action taken to investigate and review the loss, damage, or destruction of Government property and to assemble pertinent facts and determine the extent of such loss, damage, or destruction.

rr. Transaction - An add, delete, or change to an equipment record in NEMS.

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ss. Transaction Control Document, NF1602 - The document generated by NEMS that controls property custodian equipment transactions after the initial entry into the NEMS database, and that serves as the property custodian's detailed record for each assigned equipment item.

P.11 ACRONYMS

CFR	Code of Federal Regulations
CHIRPS	Computer Hardware Inventory and Repair Processing System
CO	Contracting Officer
COTR	Contracting Officer Technical Representative
ECN	Equipment Control Number
FAR	NASA Federal Acquisition Regulation
FOS	Found On Station
GFE	Government Furnished Equipment
GSFC	Goddard Space Flight Center
IPMS	Industrial Property Management Specialist
IPO	Industrial Property Officer
NASA	National Aeronautics and Space Administration
NEMS	NASA Equipment Management System
NPDMS	NASA Property Disposal Management System
NPD	NASA Procedural Directive
NPR	NASA Procedural Requirement
ODIN	Outsourcing Desktop Initiative
PDO	Property Disposal Officer
SEMO	Supply & Equipment Management Officer
TID	Tag In Division

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PROCEDURES

In this document, a requirement is identified by “shall” and good practice by “should,” permission by “may” or “can” expectation by “will,” and descriptive material by “is.”

CHAPTER 1. INTRODUCTION

1.1 Introduction

- 1.1. **NASA Equipment Management System (NEMS)** is an Agency-wide automated system designed to simplify, standardize, and reduce the cost of managing and controlling NASA-owned equipment.
 - 1.1.1. NEMS provides all NASA organizations with the elements of NASA information needed for an integrated system to identify, account for, and control NASA equipment. The system emphasizes accurate and complete records for all controlled equipment to permit cost effective and programmatic NASA-wide control, accountability, screening, and reuse consideration.
- 1.2. **Computer Hardware Inventory and Repair Processing System (CHIRPS)** is a front-end system to NEMS. Property custodians are required to use CHIRPS to make all location (building/room) changes, equipment user changes, transfers between Center organizations, and obtain new NF 1602 forms as needed. CHIRPS has replaced the NEMS Property Custodian Module (PCM).
- 1.3. **General Policy**
 - 1.3.1 The equipment user does not own government equipment. When it makes economic and program sense, reusable items may be moved from one use and user to another. Positive action by Center management to identify equipment, that is available, shall be continued and emphasized.
 - 1.3.2 NASA-wide accountability and visibility of reusable equipment assets shall be continuously improved and extended to all NASA elements in a uniform system of identification and communication.
 - 1.3.3 New equipment shall not be designed, developed, or procured unless it is determined that the requirement cannot be satisfied with existing available equipment.

CHAPTER 2. RESPONSIBILITIES

2.1 Division Chief. The division chief is the principal official responsible for the NASA Equipment Management Program for all equipment, controlled and non-controlled, assigned to the organization, including all aspects of its use and condition. Responsibilities include the following:

2.1.1 Conducting annual equipment utilization walk through inspection.

2.1.2 Appointing (or reappointing) property custodians to maintain accountability of equipment within their level of the organization, ensuring that the appointees shall have proper oversight and knowledge of the equipment utilized within their area. When the appointed property custodian is a contractor employee, the program manager for that contract shall complete the appointment letter. (The Appointment Letter template is located on the Code 273 homepage).

2.1.3 Ensuring that property custodians are provided with the necessary computer hardware/software for network access and electronic systems.

2.1.4 Ensuring that all survey reports for missing equipment, found-on-station equipment, and requests for cannibalization have been properly investigated and documented by the holding organization prior to forwarding to the Equipment Management Team, Code 273.

2.1.5 Providing adequate instructions to the user of their responsibilities for the proper use of Government equipment and to ensure that equipment is used for official purposes only.

2.1.6 Establishing internal procedures to ensure that users coordinate all equipment actions with the property custodian.

2.1.7 Exercising appropriate oversight for capital equipment (\$100,000 or greater), to ensure all movement of these items are properly documented and equipment users understand the importance of asset accountability and how capital equipment affects the Center's financial records; approves all excessing, transfers, and external loans of capital equipment items.

2.2 Directorate Liaison. The directorate liaison is a designee from the directorate to serve as a liaison between the Supply & Equipment Management Branch and the directorate. (The Appointment Letter template is located on the Code 273 homepage). Responsibilities include the following:

2.2.1 Keeping Directorate senior management advised of Directorate property accountability activities

2.2.2 Assisting all Directorate property custodians on unresolved property accountability issues, such as obtaining required support from their equipment users or gathering information for the Center's senior management or Code 273

2.2.3 Assisting Code 273 personnel on property accountability issues such as: data calls from property auditors, NASA Headquarters, or for a Government Accounting Office or Inspector General review/investigation; inventory timeliness; equipment losses; incomplete supporting documentation; inactive property accounts; and the equipment user validation effort

2.2.4 Stressing the importance of property accountability (including non controlled equipment) with special emphasis placed on the handling of capital equipment items

2.2.4 Reviews and initials all Report of Surveys for their directorate prior to submitting to the Supply & Equipment Management Branch for processing

2.2.5 Ensures each division in the directorate develops internal procedures to manage non-controlled equipment

2.3 Supply and Equipment Management Officer (SEMO). The SEMO, or designee, is responsible for providing functional management and leadership in the implementation of an effective equipment management program. The SEMO, or designee, shall report to the Headquarters (Agency) Logistics Manager during routine self-assessments and functional spot checks to ensure integrity of the program. Responsibilities of the SEMO include the following:

2.3.1 Appointing a NEMS Equipment Manager.

2.3.2 Approving and evaluating the implementation of policies, procedures, established controls, and record maintenance.

2.3.3 Reviewing items designated as sensitive.

2.3.4 Reviewing the designation of property management areas, property custodian assignments, and property custodian training.

2.3.5 Ensuring that property custodians are provided with all required reports.

2.3.6 Ensuring that all prescribed physical inventories of controlled equipment are performed and coordinated.

2.3.7 Providing adequate Center training in property accountability, with special emphasis placed on the handling of capital equipment items.

2.4 Property Custodians. Property custodians are appointed by the division chief level or higher, with the concurrence of the SEMO. (The Appointment Letter template is located on the Code 273 homepage). Responsibilities include the following:

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2.4.1 Maintaining records in accordance with NEMS procedures and for all controlled equipment assigned to them. (For further information, see Chapter 3).

2.4.2 Educating employees that equipment is used for official purposes only.

2.4.3 Stressing the importance of property accountability, with special emphasis placed on the handling of capital equipment items.

2.4.4 Reporting un-tagged equipment including fabricated equipment found in their assigned area(s) to NEMS Control and provide assistance in identifying the circumstances relating to the un-tagged items.

2.4.5 Notify NEMS Control upon receipt of direct deliveries of equipment when the item could not be tagged in Receiving and was flagged as "Tag In Division."

2.4.6 Ensuring that proper documentation is completed for cannibalization requests.

2.4.7 Participating in physical inventories of controlled equipment by knowing the correct location of all equipment items prior to the date of the inventory scanning and assisting in the inventory reconciliation and any associated follow-up actions.

2.4.8 Identifying controlled and non-controlled equipment no longer needed and coordinating disposition with users. Ensures that any equipment that is excess is turned into the GSFC Property Disposal Officer when no longer required. This should only be accomplished for on-site property and is the only acceptable procedure for disposal of installation-accountable government property.

2.4.9 Ensuring that missing equipment is searched for, documented, and reported promptly to the Supply & Equipment Management Branch, Code 273, through their directorate liaison. Where there is theft suspected the Security Office, Code 240, should be notified immediately.

2.4.10 Assigning all equipment items (controlled and non-controlled) to a primary user.

2.4.11 Ensuring that prior to retirement, transfer, or resignation of an employee, all equipment is properly re-assigned and the employee physically checks out with the Supply & Equipment Management Branch, Code 273.

2.4.12 Accompanying division chief during annual walkthrough inspections.

2.4.13 Promoting and approving the reutilization of excess property within their organization.

2.4.14 Assisting equipment users in the proper procedures and documentation of the following controlled **and non-controlled** equipment actions: loans, transfers, employee loan agreements, excess actions, repairs, storage, calibration, replacement, modification/cannibalization, fabrication, found on

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station, and survey reports for lost, damaged, or destroyed equipment, with special emphasis placed on the movement of capital equipment items.

2.5 Supply & Equipment Management Branch. The directorate representatives in the Supply & Equipment Management Branch, Code 273 are the key interface between the equipment organization, the directorate liaisons, the property custodians and equipment users. Primary responsibilities regarding directorate liaisons, property custodians and equipment users are as follows:

2.5.1 Ensuring open communication with the directorate liaisons.

2.5.2 Ensuring the designation of property management areas and that property custodians are appointed and trained, with special emphasis placed on the movement, transfer, and excessing of capital equipment items, which affect the Center's financial records and the general ledger.

2.5.3 Serving as the Center's NEMS System Administrator, approving all NEMS global transactions, establishing and deleting new property custodians and property accounts as appropriate, monitors the opening and closing of all equipment inventories, provides NEMS data queries to management and other customers as requested; and performs other duties as needed.

2.5.4 Providing assistance to property custodians and equipment users, and analyzing and providing solutions to problem issues reported by property custodians and equipment users as related to property matters.

2.5.5 Reviewing the records and performance of property custodians.

2.5.6 Establishing new property custodian accounts as requested by the property management areas and approved by the SEMO.

2.5.7 Processing property custodian account transfers resulting from reassignments, reorganizations, retirements, and separations, as identified by the division chief and approved by the SEMO.

2.5.8 Monitoring the progress of the equipment inventory to ensure a quality inventory, that any reconciliation issues are resolved, and that a thorough search was conducted for missing items prior to accepting a Report of Survey.

2.5.9 Monitoring the contractors who have property custodian responsibilities, by reviewing the property control procedures and testing the system, to ensure compliance with the NASA FAR Supplement 1852.245.71.

2.5.10 Establish Contactor Capitalized Custodian Accounts in NEMS (GFPXX) for each contract with government furnished capital equipment and provide special property custodian training to the COTRs appointed to serve as COTR Property Custodians.

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2.5.11 Reviewing (Industrial Property Office - IPO) all shipper/transfer documents prior to shipment. These reviews are to determine if property should be transferred as Government Furnished Property (GFP) under the terms of a contract to contractors located off-site.

2.5.10 Ensuring (IPO) that shipping documents supporting shipments going to a contractor off site or being returned to the Center from an off-site contractor are forwarded to NEMS Control for processing.

2.6 NEMS Control. The logistics contractor is located in the Information and Logistics Management Division, Code 270. The contractor's primary responsibilities include the following:

2.6.1 Maintaining the NEMS equipment database.

2.6.2 Processing add, change, and delete transactions into the NEMS database, ensuring that the NF1602 is provided to property custodians.

2.6.3 Ensuring that all documentation is current, complete and accurate and contains proper signatures prior to input action.

2.6.4 Investigating all requests for found-on-station reports, cannibalization actions, and decontrolling of equipment, and acquiring approval of the SEMO prior to input action.

2.6.5 Providing property custodians with individual transaction documents for each item of controlled equipment and a summary report of all controlled equipment items for which they have been charged.

2.6.6 Scheduling and conducting Government-approved Center-wide equipment inventories.

2.6.7 Documenting inventory results for submittal by the SEMO to division chiefs and property custodians.

2.6.8 Reviewing NF1602's submitted by property custodians for equipment changes and delete transactions, ensuring that appropriate supporting documentation is attached prior to input action.

2.6.9 Ensuring that all appropriate reports are provided to property custodians, as required.

2.6.10 Assisting property custodians and equipment users in all aspects of equipment accountability, with special emphasis placed on the policy and procedures governing capital equipment items.

2.6.11 Assisting in the annual property custodian training, hands-on computer training of the property systems, and special training sessions as needed.

2.7 Equipment User. An employee has a responsibility as the user of Government property, to protect and conserve all equipment, supplies, and other property and materials entrusted to them. It is

the user's responsibility to follow all rules and regulations associated with the property in their control. Additional responsibilities of the individual include the following:

2.7.1 Signing for equipment items assigned to him/her.

2.7.2 Reporting any missing or un-tagged equipment, transfer, location change, or user change of equipment to the property custodian immediately, especially the movement of capital equipment items.

2.7.3 Notifying the property custodian, supervisor, and the Center Security Officer, Code 240, immediately if theft of Government property is suspected.

2.7.4 Ensuring that equipment is used only in pursuit of approved NASA programs and projects.

2.7.5 Notifying the property custodian of equipment not actively being used for determination of proper disposition. Under no circumstances shall an employee illegally or improperly dispose of Government equipment.

2.7.6 Ensuring that prior to retirement, transfer, or resignation, all equipment is properly re-assigned and the employee physically checks out with the Supply & Equipment Management Branch, Code 273.

2.7.7 Retain stewardship of all items (controlled and non-controlled) assigned to him or her and ensure that the property custodian assigns a new user when they are no longer the primary user.

2.8 NASA Onsite Contractors. NASA on-site contractors operating under NASA Federal Acquisition Regulation Supplement 1852.245-71, Installation Accountable Government Property to the extent indicated in the clause is responsible as set forth in the individual contracts. The transfer of Government Furnished Equipment (GFE) to a contractor or grantee is explained in Chapter 5, Section 5.3.3.

2.8.1 The contractor shall have written procedures as required by NASA FAR Supplement 1852.245-71.

2.8.2 The contractors' personnel shall notify the cognizant property custodian, their supervisor, and the Installation Security Office immediately if theft of Government property is suspected.

2.8.3 The contractor shall ensure that such equipment is used only in pursuit of approved NASA programs and projects.

2.8.4 The contractors' personnel shall identify equipment not being actively used pursuant to approved NASA programs and projects.

2.8.5 Contractors have no authority to loan property. They are only permitted to use property for the performance of their contracts.

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2.8.6 The assigned property custodian shall ensure that any equipment that is excess is turned into the GSFC Property Disposal Officer when no longer required. This should only be accomplished for on-site property and is the only acceptable procedure for disposal of installation-accountable government property.

2.8.7 Contractor employees may use government-owned property off-site for 30 days or less using the GSFC Form 20-72, Removal of Government-owned Property Request by Contractor Employee for 30 Days or Less. (See Chapter 5 for more information on contractor employee equipment loans).

2.8.8 The contractor shall ensure employees leaving the Center shall turn in their equipment items assigned to them to their property custodian

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CHAPTER 3. CONTROL DOCUMENTATION AND ALTERNATE OPTIONS FOR PROCESSING TRANSACTIONS

3.1 NASA Equipment Management System (NEMS) Transaction Document (NF 1602)

Transactions may be processed utilizing the NF1602 (paper document) or any electronic means available at the Center. The NF1602 and several electronic methods are described as follows:

3.1.1 Purpose and Use. The NF1602 is a NASA laser printer generated 1-part form that is used to reflect NASA's equipment information contained in the NEMS database. Hence, this form is provided to the property custodian at the time of the add, serving as the detailed record for each assigned controlled item.

3.1.1.1 If a NF1602 is lost, damaged, or destroyed, the property custodian can generate a replacement copy via CHIRPS. CHIRPS allows for a single copy to be printed at any network printer.

3.1.2 The NF1602 is a laser printer generated form containing integral data elements extracted from the NEMS database, and transaction, approval, and signature blocks. Without required signatures, the NF1602 shall be returned.

3.1.3 Characteristics of NF1602:

3.1.3.1 Instructions for use are on the reverse side of the suspense copy of the form.

3.1.3.2 Transactions are initiated by checking the appropriate boxes(s) in the right-hand column and by following instructions for blocks 31 to 34.

3.1.3.3 Data in blocks 1 through 28 and 36 through 38 are always computer generated. Any changes submitted for blocks 1 through 28 should be annotated in block 33, "Remarks." Blocks 36 through 38 reflect data from the last transaction processed, entry reference number, and transaction name for reference purposes. Block 39 is annotated manually in NEMS Control at the time a new transaction is processed. When a transaction has been completed, the new entry reference number that was noted in block 39 becomes the block 36-entry reference number on a newly generated NF1602 and forwarded to the property custodian.

3.1.3.4 NEMS Control may need to make a correction to an equipment record that could generate a new NF1602 for the property custodian. Therefore, it is possible for the property custodian to receive more than one NF1602 for the same item, at the same time. The property custodian can identify the most current form to be filed by reviewing the Entry Reference Number (ERN). The ERN is 10 positions consisting of:

Positions 1 – 2: Center number.

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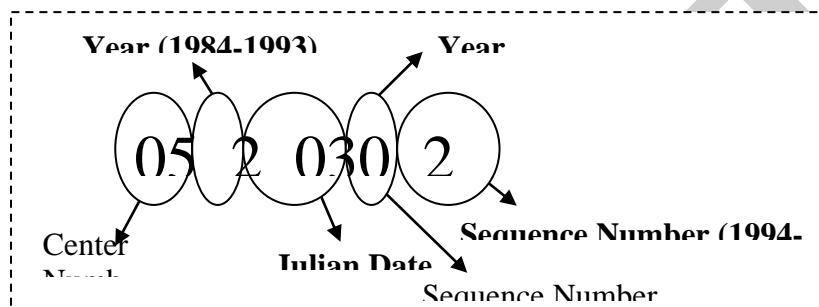
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Positions 3 – 6: Julian date (year and day) Note: The year in position 3 represents years 1984 through 1993, as well as 1994 to present year. See Figure 1.

Position 7: Year 1994 to present.

Positions 8 – 10: Sequence number assigned each transaction processed by NEMS Control, starting each day with 001. (See Figure 1 below)

Figure 1



3.1.3.5 If a property custodian receives two NF1602's for the same item, one with an ERN of 0572557013 and the other with 0572557022, the latter entry reference number is the most current.

3.1.3.6 Blocks 1, 8, 9, 10, 11, and 12 are outlined to easily identify the ECN, accountable property custodian, organization, mail stop, and location.

3.1.3.7 The ECN (1), cost (3), item name (2), manufacturer name (13), model number (14), serial number (15), and date NASA acquired (17), should only be changed by a property custodian if erroneous data are suspected in these fields. The property custodian should discuss possible errors with the NEMS Control, Code 279, for verification prior to submittal of record changes.

3.1.3.8 Supporting NASA information may be recorded in block 24, local data. NEMS Control shall use this field to record data critical to the identification and tracking of an item or to supplement NASA information on a transaction. Property custodians may request or provide NASA information such as equipment characteristics and document and shipping numbers for input to the local data field. However, please note the local data field is not a "protected field" allowing anyone having access to the NEMS record to override the current data in this field.

3.2 Electronic Mail Processing. Property custodian can utilize electronic mail to request some NEMS updates by notifying NEMS Control when supporting documentation is not required. Examples are: to excess an controlled item, pasting the CHIRPS print screen as an email attachment, an item has returned from an employee loan, or an item was previously surveyed and has now been located, providing the new user name and location. The password to access electronic mail is considered a valid

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"signature." However, electronic mail is not a secure medium, and transmissions should be validated via a receipt copy request or a follow-up telephone call.

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CHAPTER 4. EQUIPMENT ACCOUNTABILITY

4.1 Initial Acquisition of Equipment

4.1.1 When equipment is received at the receiving dock, receiving personnel generate the receiving document for each authorized purchase, transfer, loan, or lease acquisition, and tag all items meeting controlled criteria.

NOTE: There may be occasions (i.e., static wrap) when an item meeting control criteria shall not be tagged in Receiving. If equipment is received and not tagged, the recipient or the property custodian shall promptly notify NEMS Control to determine appropriate control.

4.1.2 Direct Delivery: When equipment is delivered directly to the purchase initiator such as in credit card purchases, the initiator shall notify NEMS Control when the equipment has been received.

4.1.3 Central Receiving: All deliveries are directed to Central Receiving, Building 16W at Greenbelt or Building F-19 at Wallops and inspected visually or through an x-ray machine. Once screened, if equipment meets the controlled property requirement, it shall be tagged and delivered to the cardholder at the code, building and room number indicated on the shipping label.

4.1.4 Non-controlled Property/Material: For any purchase of non-controlled property/material made with the Government Purchasing Credit Card, the package label should contain: Cardholder name, mail code, building and room number. All non-controlled property shall have a Property of U.S. Government decal (NF1517 or NF1517A) affixed to it.

4.1.5 Controlled Property (Taggable): All items with a value (per line item) at \$5,000 or more are controlled property. Selected items with an acquisition cost of \$500 or more identified as sensitive by the Agency shall also be designated as controlled equipment.

4.1.6 Credit Card Purchases: The credit cardholder shall complete an Optional Form 347 when the order is placed: at Greenbelt, forward the Optional Form 347 to the Central Receiving Section Head, Code 279 or fax it to 6-1740; at Wallops, forward the Optional Form 347 to the Central Receiving Lead, Code 200.C or fax it to 7-2147. Areas on the form marked with a red "X" need to be completed by the cardholder. This form needs to be in Receiving prior to the arrival of the items in Building 16W. As stated, all parcels should be addressed to the cardholder and include mail code, building and room number. Items of this nature shall be tagged prior to delivery.

4.1.6.1 If the credit card purchased material is not tagged, due to the sensitive packing, the Central Receiving Inspector could not identify it, or the item was hand-carried on Center, then the credit card purchase form should be completed and forwarded to NEMS Control to request tagging: at Greenbelt, send to Code 279 or fax it to 6-3445; at Wallops, send to Code 200C.

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4.1.7 Once equipment is tagged, the property custodian receives an updated NF1602 and a monthly report, Custodian Monthly Transaction Report (NEMS Report 920), listing all transactions processed for the property custodian's account.

Identification of Equipment

4.2.1 Controlled Equipment - The NEMS process only applies to controlled equipment, which is defined as equipment items with an acquisition cost of \$5,000 or more, and those items that shall not be consumed. Selected items with an acquisition cost of \$500 or more are considered sensitive and shall also be designated as controlled equipment. Weapons and hazardous devices shall be controlled regardless of acquisition cost. Acquisition cost includes all "add-ons" such as internal components for personal computers and shipping charges.

4.2.2 Capital equipment is any item with an acquisition cost of \$100,000 or more that has an estimated service life of 2 years or more and shall not be consumed in an experiment.

4.2.2.1 Capital equipment acquisition cost shall include transportation and Center charges, and handling and storage costs if these costs are part of the purchasing document (i.e. purchase order or contract), engineering, architectural, and other outside services for designs, plans, specifications, and surveys; software (if it is necessary to run the server such as operating system software), installation costs, acquisition and preparation costs of buildings and other facilities. For a NASA-fabricated item, the acquisition cost shall include production costs only, i.e., design, development, parts, and labor or contractor value. When the acquisition cost is unknown, an estimated fair market value, based upon like items in the NEMS database, or value, based upon engineering estimates, shall be entered. The NEMS record shall be flagged with an "E" to reflect the acquisition cost was estimated.

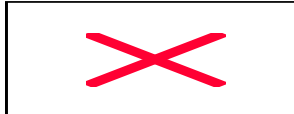
4.2.2.2 Copies of all documentation related to capital equipment used to update the NEMS record shall be provided to the Accounting Office on a daily basis to post to the General Ledger.

4.2.2.3 Capital equipment items borrowed between property custodians on Center shall be documented by the lending property custodian. The NEMS record does not need to be updated if the loan is for less than 60 days. However, the property custodian shall retain a hard copy/tracking log documenting the borrow.

4.2.2.4 All capital equipment items shall receive an annual physical location verification inventory prior to the end of each fiscal year to ensure the NEMS record reflects the correct location, and to prepare for the annual financial management audit.

4.2.3 Space property assets (including spares and parts) that meet the criteria for controlled equipment (\$5,000 or greater) shall be tagged and added to the NEMS database. NEMS Control shall be contacted if there is any space flight hardware that is not tagged.

4.2.3.1 Controlled equipment has a visible bar-coded tag affixed to the equipment. Standard bar-coded tags are black on silver **aluminum**.



4.2.3.2 If a controlled equipment item is very small, a smaller tag is used (mini-tag). These tags also are black on silver **aluminum**.

4.2.3.3 Controlled equipment on loan or lease to GSFC has a black-on-white bar-coded **vinyl tag**.



4.2.4 Non-controlled equipment is equipment (not designated as sensitive) that has an acquisition cost of less than \$5,000. This type of equipment is to be affixed with a NF1517 or Property of U.S. Government decal, mini size (NF1517A), except when not physically or technologically feasible (as with optics or test models). Since non-controlled equipment is not tracked in NEMS, each owning organization shall establish internal procedures to ensure items are assigned to equipment users and tracked at all times.

4.2.5 Sensitive equipment requires stringent control due to the pilferable or hazardous nature of the item. Sensitive items are identified with an "N" (Non-capital sensitive) or a "P" (Capital sensitive) in the Capital/Sensitive Code Block 4 of the NF1602.

4.2.6 Property custodians are required to assign equipment items to individual users, who acknowledge receipt by signing the NF1602, Block 36.

4.2.7 Found On Station Equipment - Equipment located and not tagged or contains a NASA bar code tag that does not exist in NEMS, shall be reported on a Found on Station Equipment Investigation (NF1618). The completed form shall be forwarded to NEMS Control.

4.2.7.1 The property custodian shall complete the top portion of NF1618, except for Federal Stock Number and Document Number. The ECN shall be noted if the item has a NASA bar-code tag. An investigation shall be conducted into the circumstances that allowed the equipment to be brought on-site without NEMS control, and the results shall be documented in part I, section 2, of the form.

4.2.7.2 The user shall assist the property custodian in completing NF1618 and sign in the designated block.

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4.2.7.3 The division chief shall complete and sign part II of the NF1618, providing recommendations that shall prevent recurrence.

4.2.7.4 After the investigation and approvals are completed, NEMS Control shall tag the item and update the NEMS database (Transaction 12, Receipt From Found On Station). A NF1602 shall be forwarded to the property custodian.

4.2.8 Experimental and Fabricated Equipment--Installation equipment that is fabricated at GSFC and meets the criteria for controlled equipment shall be tagged. The property custodian shall contact NEMS Control to tag the fabricated item.

4.2.8.1 A GSFC Form 20-68 is used to document the fabrication for inclusion into NEMS. Both sides of the form should be completed (including labor costs), and any work requests or procurement requests should be attached to assist in determining price.

4.2.8.2 Equipment integrated with test articles being experimented on and subject to frequent configuration changes shall not be accounted for as controlled equipment. If subsequent to experimental use an item's configuration and use becomes stable and meets the criteria for controlled equipment, the property custodian should make arrangements for the item to be tagged. NEMS Control shall tag the item and update the NEMS database (Transaction 10, Receipt from Fabrication). A NF1602 shall be forwarded to the property custodian.

4.2.9 Vendor-owned equipment on-site--When a vendor uses vendor-owned equipment at GSFC, for any reason, and retains title, such equipment shall be clearly identified as being the property of the vendor. Vendor leased equipment shall be addressed in Chapter 7, Section 7.2

4.2.10 Employee-owned equipment on-site--When employee-owned equipment is allowed on Center, such equipment shall be clearly identified as being personal equipment of the employee and accompanied with GSFC Form 20-53.

4.2.11 Outsourcing Desktop Initiative for NASA (ODIN)-owned equipment - ODIN is a program to implement the outsourcing of NASA's desktop computing environment. Since the Center's ODIN contractor provides the equipment, the contractor shall ensure the equipment is identified with the contractor's name, as stated in Chapter 4, Section 4.2.9. This equipment is not tracked in NEMS. The URL <http://www.odiniis.com/> under Asset Management is a list of forms required to move ODIN-owned equipment off-site.

4.2 Standard NEMS Reports for Property Custodians

4.3.1 Custodian Monthly Transaction Report 920 - Property custodians shall receive this report on a monthly basis if actions have been processed in their accounts. The NEMS Report 920 describes the type of transactions processed and lists individual items involved. Property custodians should review this report to ensure that all actions noted are accurate.

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4.3.2 Custodian Account Property Report 941 - Property custodians shall receive, from NEMS Control, a complete report of all controlled equipment items assigned to their accounts on a quarterly basis, or upon special request. The property custodian should verify the accuracy of the report through comparison with the NF1602.

4.3.3 See Chapter 6 for reports generated as a result of physical inventories.

4.3.4 The following are additional NEMS-generated reports that are beneficial to property custodians for tracking the status of assigned equipment:

- a. Equipment User's Information, NEMS Report 986
- b. Borrowed Equipment Return Candidate List, NEMS Report 134

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CHAPTER 5. PROCEDURES FOR NEMS TRANSACTIONS (EQUIPMENT)

5.1 Introduction

5.1.1 When an individual is appointed as a property custodian a complete set of the NF1602's can be provided by NEMS Control, for each controlled item assigned to the account. The property custodian shall retain these forms on file until such time that a change is required. NEMS Control shall process the requested change upon request. The property custodian can obtain an updated NF1602 via CHIRPS.

5.1.2 Each equipment transaction initiated by a property custodian shall be processed and controlled through NEMS by the use of the NF1602 or CHIRPS. Transactions submitted to NEMS by property custodians are as follows:

Prefix Numbers and Definitions

- H Property custodian action through CHIRPS
- I Inventory action
- X NASA Property Disposal Management System (NPDMS) excess action

Transaction Numbers and Definitions

- 26 Custodian Account Transfer
- 29 Equipment Location
- 30 Status/Condition Code
- 31 User Number
- 38 Borrow Out
- 39 Borrow Out Returned
- 40 Loan/Lease
- 41 Loan/Lease Returned
- 44 Storage In
- 45 Storage Returned
- 52 Excess Turn In (X90)
- 56 Repair Updates
- 60 Record Change
- 65 Transfer to Another NASA Center
- 66 Transfer to Another Government Agency
- 67 Transfer of Government-Furnished Equipment to a Contractor or Grantee
- 69 Lease In Returned
- 70 Loan-in Returned
- 71 Survey
- 73 Modify or Cannibalize
- 74 Lost Tag

The property custodian shall use CHIRPS to process all transactions 26, 29 and 31. The reporting forms and requirements for the above transactions are described below in sections 5.2 and 5.3. Transaction numbers are shown in parenthesis (). If additional signed documentation is required, signatures on the NF1602 are not required.

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5.1.3 The property custodian should always retain the suspense copy of the NF1602 whenever the form is submitted for any type of change. The property custodian can verify the accuracy of requested changes by reviewing the NEMS Report 920 provided by NEMS Control.

5.2 Changes

Custodian Account Transfer (26) is used whenever equipment is transferred from one property custodian to another. This change could result from reassignments, reorganizations, or need of the equipment identified by the gaining property custodian. A property custodian account change may create other changes as well, e.g., location and user. When these changes are required, Transactions 26, 29, and 31 shall be completed by the property custodians via CHIRPS.

5.2.1.1 If the initiating property custodian determines that the equipment cannot be delivered by hand, arrangements shall be coordinated with the Transportation Office, Code 279, for pickup.

5.2.2 Equipment Location (29).

5.2.2.1 When the equipment location is changed but remains in the same account, the property custodian shall make the necessary location changes via CHIRPS.

5.2.2.2 When a physical inventory is conducted within a property custodian's account, any locations that do not agree with the NEMS equipment record shall be updated automatically as a result of the inventory scan.

5.2.3 Status/Condition Code (30).

5.2.3.1 Status codes (block 5 on NF1602) reflect the degree of availability of equipment and are used in NEMS to facilitate optimum reuse, consistent with program requirements, priorities, and economics. Definitions are shown on the reverse side of the NF1602. Status codes are:
A = Active-Assigned and B = Inactive-Assigned.

5.2.3.2 Condition codes, located in block 6 on the NF1602 indicate the physical condition and usability of equipment within NEMS and are a major consideration in determining the value of reutilization of inactive equipment. Condition codes are mandatory for items in inactive (Code B) status. The condition codes and their definitions are listed on the reverse side of the NF1602.

5.2.3.3 The property custodian becomes aware of changes in status or condition by personally observing apparent inactive equipment, by notification by the assigned user, and by recommendations of the division chief during annual walk-through inspections. The inventory team may also question the validity of equipment obviously unused or in need of repair.

5.2.3.4 When equipment has been identified for status and/or condition code change, the property custodian shall retrieve the NF1602, check Box 30, Status/Condition Code, sign, and complete block 31, and annotate the new status code and/or condition code in block 33. The property custodian shall retain the suspense copy of the NF1602 and forward the completed form to the NEMS Control.

5.2.4 User Number (Transaction 31).

5.2.4.1 When equipment is controlled, it shall be assigned to an individual user and entered on the NEMS equipment record.

5.2.4.2 Where equipment is shared, it is recommended that the property custodian identify one person as the primary user, with responsibility for locating the item. If there is unwillingness to accept this responsibility, the supervisor for the area shall assign the primary user.

5.2.4.3 NEMS Control shall assign a user number to each user and maintain a table of the user number cross-referenced to the users' names.

5.2.4.4 When a user change is required, the property custodian shall use CHIRPS to update the NEMS record.

5.2.5 Borrowed Out (Transaction 38)

5.2.5.1 **Borrows by Government Employees for Offsite Use: (over 30 days):** Equipment may be loaned (for official Government business only) to Center Government employees for offsite use by completing GSFC Form 20-70, Employee Loan Agreement for Government Employees. Justification for official offsite use shall be provided. The approval of the property custodian and branch head or higher is required. The NEMS Control shall send the property custodian a Borrowed Equipment Return Candidate List, NEMS Report 134, 30 days prior to borrow expiration date, in order for the property custodian to determine the status and take appropriate action. For loans over 30 days, the original copy of the GSFC Form 20-70 shall be forwarded to the NEMS Equipment Manager, Code 273; the second copy is retained by the property custodian; and the third copy shall remain with the employee and equipment at all times while offsite. For this type of loan, the NEMS location shall be annotated "Home" in the building number field, and entered in NEMS to identify it as an employee loan.

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5.2.5.2 Borrows by Government Employees for Offsite Use (30 days or less): Equipment may be loaned (for official Government business only) to Center Government employees for offsite use by completing the GSFC 20-71, NASA Property Permit. The NEMS database shall not be updated for borrows 30 days or less. However, the equipment user should keep a copy of the form with the equipment at all times. In addition, the GSFC Form 20-71 may be used for equipment items such as cell phones, palm pilots, and laptops that are removed from the Center and returned on a daily basis.

5.2.5.3 Loans to on-site Contractors: Equipment shall be loaned to on-site contractors for 30 days or less by completing the GSFC Form 20-72, Removal of Government-owned Property Request by Contractor Employee for 30 Days or Less. Removal of Government-owned property for over 30 days requires the completion of the GSFC 20-4, Transfer/Shipping Request. Upon approval from the Contracting Officer, the equipment shall be transferred to the contractor as Government Furnished Equipment (GFE) for the duration of the employee loan request.

5.2.5.4 Borrows between property custodians: Items to be borrowed by another property custodian or user are authorized and recommended for all short-term uses in lieu of purchasing new equipment. Property custodian accountability is not transferred for borrowed equipment; however, the borrowing organization has full responsibility for the equipment while in its possession. Items borrowed for less than 60 days may be informally documented by the lending property custodian by annotating the NF1602 or maintaining a tracking log with the user's name, location, date borrowed, and anticipated return date. In those cases, NEMS entries are not required. When items are borrowed for 60 days or more, formal documentation is required using the NF1602 or other means.

5.2.5.5 Borrows between Centers: Equipment loaned to another Center is actually a transfer. Refer to Section 5.3.1, Transfer to Another NASA Center.

5.2.6 Borrow Out Returned (Transaction 39)

5.2.6.1 When the borrowed equipment has been returned, the property custodian shall notify NEMS Control via email with the new location. The email shall be used as authorization to update NEMS indicating the item has been returned and the new location assigned.

5.2.6.2 Loan to Employees Return: When the employee returns loaned equipment to the Center, the NF1602, GSFC Form 20-70, or an email shall be annotated with the building, room, and new user (if applicable) and forwarded to the NEMS Control to update the NEMS database.

5.2.7 Loan/Lease (Transaction 40)

5.2.7.1 External Loans to Outside Organizations: It is NASA policy to make equipment available outside NASA on a temporary basis, provided the loan is in the public interest and meets the conditions described in NPR 4200.1F.

5.2.7.1.1 Domestic Loans. Requires concurrence by the authorizing official, division chief, SEMO, and the Office of the Chief Counsel for domestic loans. Such loans shall be documented by completing GSFC Form 20-52 that sets forth appropriate requirements for use and accountability.

5.2.7.1.2 Loans to Foreign countries. Requires a Memorandum of Agreement in lieu of the GSFC Form 20-52. NASA HQ, Code I, Office of External Relations shall concur on all external loans to foreign countries.

5.2.7.1.3 External loans to profit making organizations. Requires a Memorandum of Agreement in lieu of the GSFC Form 20-52 and require approval from the Chief Counsel, the Center's Procurement Officer, and the Center Director. For further information, see Chapter 7.

5.2.7.2 The property custodian shall contact NEMS Control to arrange for an approved loan agreement. After the loan agreement is approved, copies of the loan agreement and the original GSFC Form 20-4 shall be returned to the initiator to arrange for transportation of the equipment to be loaned.

5.2.8 Loans/Lease Returned (Transaction 41)

5.2.8.1 Central Receiving. It is required that loaned/leased items be returned to Central Receiving where a Receiving and Inspection Report is prepared. NEMS Control uses the Receiving and Inspection Report to update the NEMS database.

5.2.8.2 Direct Delivery. When loaned/leased items are returned directly to the site of the lending organization, the property custodian shall update the NF1602; mark Box 41, Loan or Lease Out Return, sign, and annotate the new location in block 31, the user's name in block 33, and note any change in condition or status code. The property custodian retains the suspense copy 4 and forwards the completed NF1602 to NEMS Control for processing.

5.2.9 Storage of Equipment (Transaction 44)

5.2.9.1 Occasionally, the nature of NASA operations makes it desirable to temporarily store inactive equipment if it is identified to one of the specific purposes stated in NPR 4200.1F. Stored equipment shall have a firm future requirement, i.e., a project program or other work activity that has been approved by the Branch Head. Stored equipment shall also be recertified for retention annually. When a property custodian receives a request to put equipment in storage, the property custodian ensures that appropriate approvals are obtained prior to submittal of the "Storage In" transaction to NEMS Control. Property custodians should use the Request for Storage (GSFC Form 20-16) for controlled and non-controlled equipment.

5.2.9.2 The property custodian shall:

- Retrieve the NF1602 and check Box 44, Storage In, sign, and complete block 31
- Annotate the storage justification, date stored item shall return to active use, and condition code in block 33. Other required approvals shall be obtained in block 34.

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- Prepare a GSFC Form 20-16 for each piece of equipment, container, box and/or system to be stored. If the equipment is in a container, box or system, the property custodian shall also prepare a listing of multiple items including description, dimension, weight, value, and ECN attach it to the GSFC Form 20-16.
- Attach the original, completed NF1602 and any other documentation (e.g., Transfer/ Shipping Request (GSFC Form 20-4)) to the approved Storage Request (GSFC Form 20-16) and forward all documentation to the Code 274 Storage Manager or designee.
- Maintain a suspense copy of the NF1602 and other attachments sent to the Storage Manager or designee.
- Use the Storage Return Request (GSFC Form 20-62A) for temporary removal of equipment from storage for 60 days or less. Annotate the storage request number assigned to the equipment and follow instructions listed above. The branch head signature is not required on these forms unless the owning organization is transferring the equipment to another organization.

5.2.9.3 The Storage Manager shall:

- Review the GSFC Form 20-16 and forward it with supporting documents attached to the Code 279 Storage Supervisor (SS) at Greenbelt or to the Code 231.W Equipment Management Specialist (EMS) at Wallops.
- Receive an Items Held in Storage List, NEMS Report 900 and notify the property custodian when the storage date is expiring in order for the property custodian to make arrangements to remove equipment from storage or justify extension of the storage period.

5.2.9.4 The SS or EMS shall:

- Input the data from the GSFC Form 20-16 into the Storage Information Management System (SIMS) that automatically assigns the storage request number and approves the GSFC Form 20-16
- Arrange for pickup of the equipment
- Print a copy of the GSFC Form 20-16 from SIMS and forward to the property custodian.
- Annotate the location on the NF1602 and forward it to NEMS Control for processing into the NEMS database once the equipment is received at the warehouse and assigned to a location
- Forward an updated NF 1602 to the property custodian to be used for retrieval of the stored equipment

5.2.10 Storage Returned (Transaction 45)

5.2.10.1 When the storing organization is ready to remove equipment from storage and return it to active status, the property custodian shall retrieve the NF1602 and check Box 45, Storage Return, sign, and complete block 31, noting the storage location, if known. The property custodian shall annotate the new location, status code, and condition code, if changed, in block 33, retain the suspense copy of the NF1602, and forward the completed form along with a completed Storage out request (GSFC Form 20-62) to the Storage Manager. The Storage Manager shall make arrangements to remove equipment from storage and return it to the property custodian, forwarding the NF1602 to NEMS Control for updating the NEMS database. If a need does not materialize and equipment held in storage is no longer needed,

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the property custodian should follow the procedures for Excess Turn In, Transaction 52, on NF1602/X90 in NPDMS.

5.2.11 Excess Turn In (52) (NF1602/X90) in NPDMS

5.2.11.1 Equipment becomes excess as a result of its condition or its inactivity. Annual utilization reviews and annual division chief walk-through inspections help identify inactive or underutilized equipment and items in need of repair or replacement.

5.2.11.2 Controlled equipment containing a NEMS bar code tag can be excessed by completing the NF 1602, printing the Adhoc screen in the NEMS database, or through CHIRPS. All documents require the property custodian's signature, condition code, point of contact/extension for pickup, and location. The completed document can be forwarded to the Property Disposal Team, Code 279, via mail or as an email attachment, for processing through the NPDMS. (The division chief shall approve the excessing of capital equipment items (acquisition cost of \$100,000 or more). Refer to Chapter 10, 10.2.1 for more information.

5.2.11.3 For off-site contractors where property was transferred as GFE, the contractor should determine if the property is excess to their needs. The contractor shall contact the Contracting Officer and the Contracting Officer's Technical Representative (COTR) to determine if the program wants the property shipped back to GSFC for use within the program. If so, the contractor should generate a GSFC 20-4 shipping the property to the Center. The property custodian upon receipt of the document should ensure that the Industrial Property Management Specialist for the contract receives a copy of the document. The IPMS should designate the Transaction Code "06" and provide to the NEMS Control for processing.

5.2.11.5 If the program determines that there is no longer a need for the property, the contractor should prepare the SF1428 (Inventory Schedule) in accordance with their approved Property Control Procedures and submit it to the designated DoD Activity for processing.

5.2.12 Repairs (Transactions 57, 14/74)

5.2.12.1 When a controlled equipment is sent out for repair to the vendor or source for the repair to be accomplished, the GSFC Form 20-4 is prepared, annotating in Block 5A appropriately. The property custodian and division chief shall sign the shipper.

5.2.12.2 The NASA Equipment Control Tag shall be removed from the property and attached to the GSFC Form 20-4 (Tags are not removed from radios since radios are usually returned after repairs are completed)

5.2.12.3 The property custodian shall maintain a copy of the shipper in a suspense file until the decision has been made if the item is to be repaired and returned or replaced. NEMS Control shall process the TC 57, indicating the item is out for repairs. (This does not delete the item from NEMS).

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5.2.12.4 The property custodian shall contact the NEMS Control to request tagging of the new or replaced item. The GSFC Form 20-4 shall act as the source document when tagging the repaired or replaced item. NEMS Control shall process the TC14 transaction to add the new/replacement item in NEMS and the TC74 to delete the old item from active records.

5.2.12.5 If an item is being shipped for repair and has never been tagged, a copy shall be made of the shipping document. A memo, along with a copy of the shipping document, shall be forwarded to the property custodian as a reminder that the item is required to be tagged as soon as it returns to the Center.

5.2.13 Record Change (60)

5.2.13.1 A property custodian may submit a record change when any computer-generated data in blocks 2-28 on the NF1602 appears incorrect.

5.2.13.2 The property custodian shall retrieve the NF1602, check Box 60, Record Change, sign, and complete block 31 and annotate the revised data in block 33. The property custodian shall retain the suspense copy 4 and forward the completed form to NEMS Control. A copy of the CHIRPS Print Screen may be submitted in lieu of the NF 1602.

5.2.13.3 NEMS Control shall review the NEMS equipment record to verify the requested change. All data element errors detected by the property custodian should be submitted as a Transaction 60.

5.3 Deletes

All items shipped, mailed out, or hand carried from GSFC shall be screened by NEMS Control to see if they meet the property control criteria. Items sealed or crated may have to be opened for screening if NEMS Control cannot clear them for shipment based upon the information provided on the shipping documents. Items that meet the property control criteria shall be tagged. The property custodian shall be requested to provide a copy of the purchase/receipt documentation and any additional information required to add the item to the NEMS database.

5.3.1 Transfer to Another NASA Center (65)

5.3.1.1 When a program or project office has identified a greater need for equipment at another NASA Center, or supports a need identified by another Center, the equipment may be transferred. This action requires coordination between both Center Equipment Management Offices. Goddard requires a GSFC Form 20-4 to be prepared that shall be used by NEMS Control to process the transfer transaction.

5.3.1.2 The property custodian shall prepare a GSFC Form 20-4, obtain required approvals, and designate approximate weight and cubic feet, if known, to aid the Transportation and Shipping

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Department. The property custodian shall arrange for transportation of the equipment and the GSFC Form 20-4 to the Shipping Department for processing.

5.3.1.3 The Traffic Department shall ship the equipment in accordance with the GSFC Form 20-4 after obtaining concurrence from the Supply & Equipment Management Branch. A copy of the GSFC Form 20-4, annotated with date shipped and shipment number shall then be forwarded to NEMS Control for processing into the NEMS database and for deletion of the equipment from the property custodian's account. . *(The transactions shall not occur until an acknowledgement receipt is received from the gaining Center to ensure they have received the shipment).*

5.3.2 Transfer to Another Government Agency (66)

5.3.2.1 A program or project office may identify equipment for transfer to another Government agency through an interagency agreement or in accordance with the Space Act of 1958, as amended. The Act states that NASA and other federal agencies or departments shall cooperate fully with each other to transfer, without reimbursement, aeronautical and space vehicles, and supplies and equipment.

5.3.2.2 The property custodian shall prepare GSFC Form 20-4, remove and affix the Equipment Control Number on the shipping document, designate the transfer action, obtain all required approvals, and annotate approximate weight and cubic feet on the GSFC Form 20-4 to aid the Transportation and Shipping Departments. The property custodian shall arrange delivery of the equipment and documentation to the Shipping Department.

5.3.2.3 The Traffic Department shall ship the equipment in accordance with the GSFC Form 20-4 upon concurrence from the Supply and Equipment Management Branch. A copy of the GSFC Form 20-4 shall be forwarded to NEMS Control for processing into the NEMS database for deletion of the equipment from the property custodian's account.

5.3.3 Transfer of Non-Capital Government Furnished Equipment (GFE) to a Contractor or Grantee (67).

5.3.3.1 All Government-furnished equipment is subject to the contracting officer's or grants officer's approval in accordance with the Federal Acquisition Regulation and the NASA FAR Supplement. A program or project office may identify equipment for transfer by submitting a request for shipment to the property custodian, identifying the applicable contract or grant number.

5.3.3.2 The property custodian shall prepare and sign a GSFC Form 20-4, designate the transfer action, and obtain approval of the contracting officer, grants officer, and division chief.

5.3.3.3 The property custodian shall arrange for delivery of the equipment and documentation to the Shipping Department.

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5.3.3.4 The Traffic Department shall ship the equipment in accordance with the GSFC Form 20-4 upon concurrence from the Supply and Equipment Management Branch.

5.3.3.5 A copy of the GSFC Form 20-4 shall be forwarded to NEMS Control for processing into the NEMS database for deletion (TC67) of the equipment from the property custodian's account upon delivery to and receipt by the contractor.

5.3.4 Transfer of Capital (\$100K or more) Government Furnished Equipment/Property (GFP) to a Contractor or Grantee (TC26).

5.3.4.1 To facilitate improved accountability, the transfer of capital government furnished property to a contractor or grantee from one contract to another or the transfer from contractors to the Center shall remain active in NEMS as follows:

5.3.4.2 The Supply & Equipment Branch shall establish a custodian account beginning with “GFP” (Government Furnished Property). The Contracting Officer’s Technical Representative (COTR) shall serve as the property custodian for the account.

5.3.5 Lease or Loan to NASA (69, 70) – Returned

5.3.5.1 When the loaned or leased equipment has served its purpose, the property custodian shall request a Transaction 69, Lease In Returned, or a Transaction 70, Loan-In Returned, in order to return the equipment to the leaser or loaner.

5.3.5.2 The property custodian shall prepare a GSFC Form 20-4, remove and affix the GSFC loan/lease tag, designate the return action, obtain all required approvals, and annotate the approximate weight and cubic feet on the GSFC FORM 20-4 to aid the Transportation and Shipping Department.

5.3.5.3 The leasing contract official shall approve the GSFC Form 20-4 for a returned lease. The property custodian should include all documentation that was provided by the leaser when the equipment was delivered.

5.3.5.4 The property custodian shall arrange delivery of the equipment to the Shipping Department.

5.3.5.5 The Traffic Department shall ship the equipment in accordance with the GSFC Form 20-4 upon concurrence from the Supply and Equipment Management Branch. A copy of the GSFC Form 20-4, annotated with date shipped and shipping number shall be forwarded to NEMS Control for processing into the NEMS database for deletion of the equipment from the property custodian's account.

5.3.6 Survey (71). When controlled Government property is lost, damaged, or destroyed, a survey is conducted to investigate and review pertinent facts, adjust the records, and determine the extent

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or absence of personal responsibility. The Report of Survey (NF 598) shall be completed by the last equipment user in coordination with the property custodian and approved by the division chief. (See Chapter 9 for more information in surveying missing equipment).

5.3.7 Modify or Cannibalize (73). Equipment may be modified in order to configure the item for a new purpose, or inoperable equipment may be disassembled, cannibalized for use of serviceable parts, components, or assemblies as replacement parts in useable equipment, or for fabricating another item.

5.3.7.1 Prior to modification or disassembly of equipment, the SEMO shall approve a Request for Cannibalization/ Modification of Controlled Equipment (NF1617). The property custodian may attach the NF1602 to the NF1617, but it does not have to be completed if all pertinent NASA information and signatures are on the NF1617. For further information, see Chapter 8.

5.3.8 Lost Tag (74). In the event that a controlled item loses its NASA equipment control number tag, the property custodian shall call NEMS Control to have the equipment retagged.

5.3.8.1 Upon verification of the equipment record (item name, serial number, and manufacture number), the item shall be retagged with a new ECN, and the old equipment record shall be deleted.

5.3.8.2 The item shall be re-added to the NEMS database and the property custodian's account under the newly assigned equipment control number. A new NF1602 can be printed by the property custodian via CHIRPS.

CHAPTER 6. EQUIPMENT PHYSICAL INVENTORIES

6.1 Purpose

The objective of a physical inventory is to sight, verify and account for all controlled equipment on hand, to determine current location, identify, tag and report all equipment which meets the requirement for tagging, locate and identify all missing equipment, identify underutilized equipment and equipment in need of repair, and to update equipment records. An inventory, which merely serves to locate items currently charged to a property management area, does not meet the requirement for a complete physical inventory.

6.2 3-year Cyclic Inventory

A complete cyclic physical inventory of controlled equipment by property custodian account is taken at least once every three years.

6.2.1 The inventory may be accomplished through a combination of physical sightings, NEMS equipment transactions, or the inventory can be conducted through the traditional “wall-to-wall” physical sighting and recording.

6.2.2 Items on loan to organizations outside of NASA shall be identified by the NEMS inventory program as “out-coded”. However, the status of these items shall be verified with current supporting documentation to complete the cyclic physical inventory.

6.3 Procedures

The logistics contractor’s Equipment and Disposal Management Branch, Code 279, shall develop an inventory schedule for the 3-year inventory cycle and submit to the SEMO for approval. The approved schedule shall be distributed to all division chiefs, directorate liaisons, and property custodians. The property custodian shall assist the inventory team during the 3-year cyclic inventory performed in their custodial areas.

6.3.1 The division chief and property custodian shall be notified by memo 30 days before the quarter in which their inventory is scheduled.

6.3.2 A pre-inventory meeting shall be held with the division chief, directorate liaison, and property custodian prior to the quarter in which the inventory is scheduled. A detailed overview of the inventory process is provided in the meeting. A “Letter of Intent” is provided to each division chief listing each property account to be inventoried and the scheduled start date(s). The division chief signs the letter certifying the organization is prepared for the inventory to commence as scheduled.

6.3.3 A follow-up reminder is provided to the property custodian as the inventory start date approaches, either by a telephone call or via email.

6.3.4 Prior to the start of the scanning, the organization is encouraged to conduct a walk-through of the custodial areas and should include the division chief, property custodian, the user community, and a member from the Property Inventory Team, Code 279.

6.3.5 Report 941 listing all equipment in the property account, along with a complete set of the NEMS 986 Equipment User Validation Forms, shall be provided to assist the property custodian in verifying the primary users of equipment assigned in their area.

6.3.6 The property custodian shall review the listing and submit any changes to NEMS Control or update their property account records via CHIRPS, before the start of the inventory.

6.3.7 Easily transportable equipment that is off site on a GSFC Form 20-70, GSFC Form 20-71, or GSFC Form 20-72 shall be returned to GSFC for scanning. Current documentation shall be available for equipment that cannot be physically sighted.

6.3.8 A member of the inventory team shall contact the property custodian to arrange an acceptable time to conduct the inventory.

6.3.9 The property custodian and the inventory team member shall visit all locations listed in their custodial area, scanning all equipment in the custodial area with a laser scanner.

6.3.10 Untagged equipment meeting the tagging criteria shall be tagged and added to the NEMS database as a found-on-station record.

6.3.11 After the inventory scanning has been completed, the property custodian shall sign a memo certifying that all areas were scanned.

6.3.12 The Preliminary Pre-inventory Report, NEMS 272, shall be generated listing all unaccounted for items (not scanned) in the property account. The NEMS 272 shall be provided to the property custodian to search for the items or provide supporting documentation to clear the item(s) from the inventory. Resolving the items on this report is part of the initial inventory scanning timeframe.

6.3.13 The Equipment Manager shall process the inventory into the NEMS Inventory System.

6.3.14 The Equipment Manager shall provide a list of equipment scanned off-site to the Industrial Property Officer (IPO) for possible transfer to the off-site contractor.

6.4 Reconciliation of Inventory

6.4.1 A results memo along with the NEMS reports listed below shall be provided to the property custodian within 10 days of the completion of the scanning. Any documentation provided by the property custodian to the inventory team shall be annotated on the Report 760 prior to forwarding to the property custodian.

- Report 760, Custodian Account Missing Item Report - a list of Government property charged to the account that was not located during the inventory.
- Report 761, Custodian Account Overage Item Report – Part I: a list of Government property found in the property custodian’s area but is not charged to the account. Part II: a list of government property found in the property custodian’s area charged to another code on Center. This report shall be forwarded to the appropriate property custodian informing him/her of their located equipment items.
- Report 762, Items in Correct Account Scanned In Location Different Than Assigned Location - a list of Government property found in a new location. This location shall be updated in NEMS; however, no new NF1602 shall be issued.
- Report 763, Inventory Matched Items Report - a list of Government property that was found in the assigned location.

6.4.2 The division shall resolve the discrepancies on the reports within 30 days as directed in the memo.

6.4.3 The property custodian or the directorate liaison shall contact NEMS Control to schedule an appointment to reconcile the missing equipment. Lack of response from the division within the 30 days places the inventory in a delinquent status and shall be promptly reported to the appropriate management officials.

6.4.4 A NF598, Report of Survey, shall be required for all missing items within 30 days upon receipt of results from scanning memo.

6.4.5 When the inventory is closed, the property custodian shall receive Report 766, Post Inventory Custodian Account Property Report.

6.4.6 The division chief, directorate liaison, and the property custodian shall receive a final report from the SEMO stating the results of the inventory.

6.5 Special Inventory

6.5.1 New Property Custodian/Reorganization Inventories - The old and new property custodians shall jointly take a 100% physical inventory of controlled equipment in their assigned area.

6.5.1.1 In the event of reorganization or a move, the property custodian shall conduct an inventory to establish the new locations and/or users of the equipment.

6.5.1.2 A memo or e-mail is required from the division chief (or program manager if the new property custodian is a contractor employee) to the NEMS Equipment Manager, Code 273, appointing the new property custodian and any changes in property account codes in their assigned areas as a result of a reorganization.

6.5.1.3 NEMS Control shall arrange for new NF1602's to be generated and forwarded to the new property custodian.

6.5.2 Annual Capital Equipment Location Verification – Prior to the end of each fiscal year, an informal annual location verification shall be conducted of all capital equipment (items valued at \$100K and above) to ensure the equipment's physical location reflects the same location as noted in the NEMS database. This special validation will prepare the Center for the annual financial management audit.

CHAPTER 7. LOAN/LEASE EQUIPMENT

7.1 Outgoing Loan/Leases

7.1.1 Introduction. This chapter sets forth the authority, requirements, responsibilities and procedures for authorizing and accomplishing the loan of GSFC equipment. This chapter does not apply to equipment on loan to Center employees.

7.1.2 Policy. NASA equipment may be loaned to other Government, foreign government, and non-Government organizations, private individuals, corporations, or other entities provided the loan is in the public interest and meets the following criteria: (1) the loan shall be of a definite duration, (2) it shall benefit the Federal Government, (3) the borrower acquires no rights to the equipment, (4) the equipment is not modified, and (5) the Center Chief Counsel and other appropriate officials (i.e. Office of External Relations, Office of Legislative Affairs, Office of Policy and Plans) review and concur, and the Center SEMO approves.

7.1.3.1 Procedures. A written request from the borrowing organization/agency is required. It shall state the purpose of the loan and that the equipment is needed to carry out the terms of the agreement. The external loan agreement, GSFC 20-52, along with the borrowing organization's written request, and a letter from the owning organization's division chief detailing how the loan will benefit NASA, shall be forwarded to NEMS Control, Code 279. Contacts regarding proposed loans should be made far enough in advance to permit orderly review and approval of the request and timely preparation of the necessary documentation.

7.1.3.2 An external domestic, non-profit loan agreement requires approvals from the property custodian, division chief, and SEMO. Concurrence is also required from the Code 200 Management Operations Director Of, and the Chief Counsel.

7.1.3.3 An external loan to a foreign country requires a Memorandum of Agreement (MOA) and concurrence from NASA HQ, Code I, Office of External Relations.

7.1.3.4 An external domestic to a profit making organization requires a Memorandum of Agreement (MOA) and requires approval from the Chief Counsel, the Center Procurement Officer, and the Center Director.

7.1.3.5 The physical shipment of loaned equipment shall not be approved until the loan agreement is completed and all signatures and concurrences having been received.

7.1.3.6 The division chief, or designee, shall certify that the equipment to be loaned may be released without adversely affecting the Center requirements. Also, the written request needs to justify the loan, indicate the benefit to NASA/GSFC and list the equipment. This request needs to be addressed to the Center SEMO, Supply & Equipment Management Branch, Code 273.

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7.1.3.7 The GSFC Form 20-4 with the division chief and property custodian signatures shall accompany the written request for the loan and shall become part of the official package.

7.1.3.8 Each loan agreement is initially approved for a duration of 1 year and requires an annual certification. NEMS Control shall forward the Loaned In/Out Equipment Verification List (NEMS Report 780) to the property custodian 30 days prior to the expiration of the loan/lease.

7.1.3.9 The property custodian shall have the equipment verification completed and return the NEMS Report 780 to NEMS Control, Code 279. NEMS shall be updated either with a new due date or cancellation of the loan/lease if the equipment has been returned.

7.1.3.10 All equipment being loaned under any Center "Outreach Program" needs to be under an official loan agreement and forwarded through the Supply & Equipment Management Branch, Code 273, for appropriate action.

Incoming Loans/Leases

7.2.1 **Introduction.** This chapter sets forth the authority, requirements, responsibilities and procedures for authorizing and accomplishing loan/lease equipment to NASA. Leased equipment under NASA-wide contracts, such as cost-per copy-service contracts, is exempt.

7.2.2 **Policy.** Loan/Leases shall be made only if they are beneficial to NASA's mission. Loans shall be made only after the agreement is executed by the lending agency/organization and NASA/GSFC. The Center organization responsible for the property at the time of the loan/lease shall remain responsible until the equipment is returned. The Center SEMO shall approve the loan/lease.

7.2.3 **Procedures.** A written request or contract identifying the equipment shall be submitted to NEMS Control, Code 279, stating the purpose and period of the loan. Contacts regarding proposed loan/leases should be made far enough in advance to permit orderly review and approval of the request and timely preparation of the necessary documentation.

7.2.3.1 The borrower is responsible for returning the equipment to the equipment organization within 60 calendar days. Equipment identified in writing for loan/lease for 60 calendar days or less need not be accountable in NEMS if appropriate documentation is on file in the Supply & Equipment Management Branch and the equipment is physically identified as belonging to the borrower.

7.2.3.2 All incoming loan/lease equipment that meet the criteria for control, regardless of source, shall be processed as controlled equipment at the time of receipt and entered into the NEMS system. The equipment shall be tagged with a Loan/Lease barcode tag, updated in the NEMS database, and a NF1602 shall be generated for the property custodian's record.

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7.2.3.3 Prior to the loan/lease expiration date the borrower needs to either initiate the return of the equipment or an extension of the loan/lease.

7.2.3.4 If the lease equipment is converted from lease to purchase, the property custodian shall make arrangements with NEMS Control to have the equipment retagged. NEMS Control shall remove the Loan/Lease tags and tag the equipment with permanent NEMS bar code tags. The NEMS database shall be updated (Transaction 21) to reflect the new Equipment Control Number.

7.2.3.5 Each loan agreement is initially approved for a period of 1 year and requires an annual certification. NEMS Control shall forward the NEMS Report 780 to the property custodian 30 days prior to the expiration of the loan/lease. The property custodian shall annotate on the report the loan/lease needs to be renewed or certify that the loan/lease is cancelled and the equipment was returned.

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CHAPTER 8. CANNIBALIZATION/MODIFICATION

8.1 Purpose

This chapter sets forth the authority, requirements, responsibilities and procedures for authorizing and accomplishing a cannibalization or modification. A cannibalization is the removal of serviceable parts, components, or assemblies from one piece of equipment to be used as replacement parts in other equipment or to fabricate another item. A modification is change made to a piece of equipment to give it a new appearance or to serve a new purpose.

8.1.1 To cannibalize or modify equipment, a completed NF1617, with the appropriate signatures (requestor, property custodian, contracting officer if required, and the division chief) shall be forward to NEMS Control, Code 279.

8.1.2 A cannibalization/modification request shall also be completed and approved by the SEMO prior to any changes to the equipment.

8.1.3 Equipment that is no longer required may be cannibalized for parts and/or components only after approval by the division chief and the SEMO.

8.1.4 A cannibalization/modification can delete the equipment from NEMS, change the value of the equipment, create a new piece with a new description and value, or add value to an existing piece of equipment by adding new equipment into the existing equipment. Any residual unused materials shall be turned in for excess action.

8.1.5 Along with the NF1617, all additional supporting documentation shall be submitted to NEMS Control, Code 279. Below are the different scenarios:

- a. If equipment is being cannibalized and the value no longer meets the criteria for control, the equipment shall be deleted from the active file. The ECN should be removed from the equipment and affixed to the NF1617. If the equipment shall be excessed, also forward a GSFC Form 20-9. Once the cannibalization transaction has been completed, a copy of the NF1617 and the GSFC Form 20-9 shall be forwarded to Property Disposal Team, Code 273, for processing.
- b. If the equipment is being cannibalized and the value still meets the criteria for control, only the value of the equipment shall be adjusted.
- c. If the equipment is being cannibalized and the value still meets the criteria for control, but the residual equipment is to be excessed, indicate that in Block 52 on the right side of the NF1602. Once the cannibalization transaction has been completed a copy of the NF1617 and the NF1602 shall be forwarded to Property Disposal Team, Code 279, for processing.

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d. If the equipment is being modified, send a copy of the Receiving and Inspection Acceptance Document for the new equipment with the NF1617. The value of the equipment shall be adjusted to include the new equipment.

8.1.6 ADP equipment with a value of \$1 million or above requires GSA approval prior to disassembly. After approval from GSA and the GSFC PDO, the NF1617 shall be processed.

8.1.7 Cannibalization/modification requirements do not apply to the removal and replacement of like system components for operations purposes.

8.1.8 Once transactions have been processed, a copy of the NF1617 shall be forwarded to the property custodian.

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CHAPTER 9. SURVEY OF LOST, DAMAGED, OR DESTROYED EQUIPMENT

9.1 Purpose

The Property Survey Report, NF598, is the administrative action taken to investigate and review pertinent facts, adjust the records, and determine the extent or absence of personal responsibility for the loss, damage, or destruction of Government-owned property.

9.2 User Responsibility Procedures

9.2.1 The individual who had possession of the property at the time shall initiate the survey report, sign, and forward to the division chief through the property custodian. Provide a detailed explanation of the circumstances about the missing property in Part I, Block 7, of the report.

9.2.2 When theft is suspected, the Center's Security Office, Code 240, shall be notified immediately. A copy of any investigative report and finding shall become part of the survey report. If theft occurred off-site, a copy of the police report and the approved employee loan, GSFC Form 20-70, shall be included with the survey report. (Please note that Security shall forward a copy of the Security Investigative Report to the Equipment Management Team. The Security Investigative Report does not take the place of the Report of Survey. It serves as supporting documentation. The survey report still needs to be completed).

9.2.3 To avoid duplication of investigation and reporting, the Investigation Report of Motor Vehicle Accident, Standard 91, shall be used in lieu of the Property Survey Report, when a motor vehicle is damaged or destroyed in an accident.

9.3 Property Custodian Responsibility Procedures

9.3.1 The property custodian shall review the survey report to ensure the ECN, full description, and value is accurate, and sign in Part III.

9.3.2 The property custodian shall forward the report to the division chief for completion within 30 working days from the time of discovery of loss, damage, theft, or destruction. (Please note that the Center's Property Survey Officer and/or Property Survey Board will not accept the survey report if the division chief does not complete Part II as stated below).

9.4 Division Chief Responsibility Procedures

9.4.1 The division chief shall complete Part II, Action recommended to prevent reoccurrence of incident and/or any corrective actions being implemented, sign and date the report, and forward to the Equipment Management Team Leader, Code 273.

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9.4.2. Acting on behalf of the Center Property Survey Officer, the Supply & Equipment Management Branch shall ensure the corrective or preventative action noted in the survey report is implemented by the appropriate offices.

9.5 Investigation

9.5.1 Survey reports shall be fully investigated and written findings made by the Property Survey Board and/or Property Survey Officer. Such findings shall include the extent or absence of personal responsibility, including findings as to whether the Government employee used or allowed the use of Government equipment for unauthorized purposes or if the employee was responsible for the willful or negligent loss, damage or destruction of Government equipment. All evidence, testimony, or other information considered during the investigation shall be clearly documented.

Recommendation

9.6.1 On the basis of the investigation and findings, the Property Survey Board or Property Survey Officer may recommend to the division chief that the Government employee involved:

- a. Be held financially accountable and responsible.
- b. Be disciplined in accordance with Center procedures for disciplinary and adverse actions.
- c. Be relieved from accountability and responsibility for the missing equipment.

9.6.2.1 If misuse, negligence, dishonesty, or misconduct is suspected, the Property Survey Board or Property Survey Officer shall send written notification to the Government employee and afford him or her opportunity (30 days) to present a written statement of facts concerning the loss.

9.6.2.2 A copy of the written notification shall also be forwarded to the employee's division chief. The statement shall become part of the survey report and shall be considered in the findings and recommendations of the Property Survey Board or the Property Survey Officer.

9.6.2.3 The Property Survey Officer or Property Survey Board shall then make a final recommendation to the employee's division chief as to whether the employee should be held accountable for the loss, damage, or destruction of the equipment.

9.6.2.4 The division chief shall then decide whether to adopt the recommendation, based upon consultation with the Director of Human Resources, the Chief Financial Officer, and the Chief Counsel.

9.6.2.5 If adopted, the Center's Chief Financial Officer shall determine the amount of liability using the acquisition cost of the property, less reasonable depreciation for lost or destroyed property. For damaged property, the amount shall be the lesser of the following: the actual cost to the Government to

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restore the property to the same condition it was in immediately preceding the damage, or the acquisition cost value of the property, less reasonable depreciation.

9.6.2.6 The amounts found owing to the Government as a result of the loss, damage, or destruction may be voluntarily remitted by the Government employee upon the request of the Financial Office or may be collected by administrative offset, pursuant to applicable regulations.

- a. The Government employee shall be relieved from accountability and responsibility if:
- (1) He or she satisfactorily explains the circumstances surrounding the loss, damage, or destruction.
 - (2) The evidence is consistent with such explanation.
 - (3) Under the circumstances, the loss occurred despite reasonable care and precautions.

9.7 The item shall be deleted from the property account after the Center's Property Survey Officer concurs with the Property Survey Board's findings and recommendations.

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CHAPTER 10. EXCESSING AND OBTAINING GOVERNMENT-OWNED PROPERTY

10.1 Purpose

Guidance is provided in processing excess equipment for pickup, procedures in excessing different types of equipment such as artifacts, tagged, non-tagged, office supplies, and equipment located in foreign countries. All excess property shall receive the same care and protection through out the process as any other item of Government property. The NPDMS tracks all excess property and its final disposition.

10.2 Controlled Equipment

10.2.1 Controlled equipment containing a NEMS bar code tag can be excessed by completing the NF1602, via a copy of the print screen in the NEMS database, or from CHIRPS. All documents require the property custodian's signature, condition code, and point of contact/extension for pickup, and building and room number as to where the equipment is located. The completed document shall be forwarded to the Property Disposal Team, Code 273. Alternative methods of submitting completed documentation are:

- a. Forwarded completed document via email to Janice.L.Woodfork.1@gsfc.nasa.gov and copy diane.c.goddard.1@gsfc.nasa.gov or
- b. Fax completed document to the Property Disposal Team @ 6-0255.

10.2.2 The tagged item shall be deleted from the property custodian's NEMS property account at the time it is added to the NPDMS. However, the property custodian and the equipment users shall not be relieved of responsibility and accountability until the item is picked up and signed for by the transportation driver. If for any reason the tagged excessed item is not picked up, the excess action shall be cancelled and the item shall be reinstated in the original property account.

10.3 Non-Controlled Equipment

The GSFC Form 20-9 is used to excess non-controlled (non-tagged) equipment. The completed form shall be forwarded to the Property Disposal Team, Code 279. See additional information requirements as listed below.

10.4 Additional Information Required

The documentation as referenced above shall be returned if the Condition Code and the explanation as to what is wrong with the item, especially items indicated to be in salvage or scrap condition, are not provided. Condition Codes are as follows:

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**Disposal
Condition Code**

Expanded Definition

1	Property that is in new condition or unused condition and can be used immediately without modifications or repairs.
4	Property that shows some wear but can be used without significant repair.
7	Property that is unusable in its current condition but can be economically repaired.
X	Property that has value in excess of its basic material content, but repair or rehabilitation is impractical and/or uneconomical.
S	Property that has no value except for its basic material content.

10.4.1 Excess items with an *acquisition value of \$100K* or above requires the division chief's concurrence.

10.4.2 When an excess item has been cannibalized, the NF1617 form shall be included with the NF1602, and forwarded to NEMS Control, Code 279. Any equipment item that no longer has a NEMS tag due to the cannibalization shall be excessed using the GSFC Form 20-9. For further information, see Chapter 8.

10.4.2 Excess items located in the Center's *Storage* need to be routed through the Storage Manager, Code 274.

10.4.3 The excessing of *safes* requires the concurrence of the Security Office, Code 240. Security shall reset the combination to the factory setting prior to excess pickup.

10.4.4 When excessing analog and digital *magnetic tape*, the GSFC Form 20-69 shall accompany the GSFC Form 20-9.

10.4.5 When excessing *software*, include all support documentation, including the lease or licensing agreement.

10.4.6 Contact the Safety and Environmental Office, Code 240 for disposal of excess hazardous waste material that can no longer be used for its original intent, i.e. used paint or leaking batteries, open items hazardous material, any chemical substance or mixture that requires special disposal or transportation requirements.

10.4.7 For disposal of precious metals equipment or materials that contain silver, gold, and platinum. Submit GSFC Form 20-9 or NF1602 annotating on the form that the item contains precious metals and forward to the Property Disposal Team, Code 273.

10.4.8 To excess equipment "in place" due to the geographical location (i.e. USDA, California University), include point of contact at the location, complete address, and telephone number.

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10.5 Labeling and Pickup

10.5.1 The logistics contractor shall affix the NF1638 excess identification label to the item being excessed. A copy of the NF1638 shall be left on the equipment for the transportation driver to sign when picking up the equipment. The signed copy shall be left with or mailed to the property custodian to retain as proof of pick up. At Wallops, the Excess/Disposal Team, Code 200C, shall contact the property custodian to schedule a time to affix the NF1638 and pickup the equipment.

10.6 Excess Cancellations

10.6.1 Canceling an excess action can be accomplished by the property custodian writing “cancel” and initialing the NF1638 when the driver arrives or by calling ext 6-4248 or 6-7339 prior to pickup. If the cancellation pertains to a controlled (tagged) item, the item shall be reinstated into the appropriate property custodian’s NEMS property account.

10.7 Delivery Ticket

10.7.1 Below is a sample list of items, without ECN’s that can be excessed by calling the logistics contractor. At Greenbelt, contact Code 279 at 6-6261. At Wallops, contact the Excess/Disposal Team at 7-1648.

Equipment racks (empty only)	Ashtrays (empty)
Chalk boards	Trash Cans
Bulletin boards	Maps
Coat hangers	Floor mats
Glass top protectors	Mailboxes
Cable	Desk organizers
Office supplies	Wire
Disk packs	Partitions
Binders	Printer circuit cards
Furniture (empty)	

10.8 Special Project Excess Pickup

10.8.1 When excessing a large volume of equipment items due to renovation or a personnel move, the normal pickup process shall apply except for the following steps:

10.8.1.1 The property custodian shall provide justification for the special pickup request, such as renovation, personnel move, arrival of new equipment, etc., and schedule a walk-through with the Property Disposal Team, Code 273, at 6-8740/6-5912. (At WFF, contact the Wallops Logistics Team, Code 273W, at 7-1133).

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10.8.1.2 Assistance shall be provided in completing the appropriate excess documentation

10.8.1.3 Any special transportation requirements shall be identified during the walk-through.

10.8.1.4 Metal shall be separated from non-metal when excessing a large volume of scrap metal. Ensure there is no controlled equipment included.

10.9 **Excess Aircraft Parts**

Per the NPR 7900.3 and the 41 CFR Part 101-46, the NASA GSFC SEMO shall work in conjunction with the NASA Headquarters Aircraft Management Officer (AMO), in all matters regarding the loan, transfer, cannibalization, and disposal of aircraft and aircraft parts, in accordance with 230-WI-7900.0.1.

10.9.1 Aircraft obtained solely for the spare parts and future programs are subject to the aircraft acquisition process and shall be accounted for in the NEMS database as a spare parts aircraft.

10.9.2 Submit the NF1602 and/or the GSFC Form 20-9 to the PDO along with complete commercial description; reporting documents shall indicate if any of the parts are life-limited parts and/or Military Flight Safety Critical Aircraft Parts (FSCAP); tags, labels, and applicable historical data; and maintenance records.

10.9.3 Safety Precautions and Warnings: Security Code 7 items display sensitive information. Therefore, prior to disposal, all name plates, label plates, meter face plates, tags, stickers, documents or markings, that relate the items to weapons systems and time application, shall be removed and destroyed.

10.10 **Excessing NASA Artifacts**

NASA artifacts are defined as unique objects that document the history of the science and technology of aeronautics and of flight in the atmosphere and in space. Their significance and interest stem mainly from their relationship to historic flights, programs, activities, incidents, and achievement of new plateaus of increased or improved technical capabilities or important or well-known personalities.

10.10.1 If an excess item meets the above definition annotate "potential artifact" on the excess turn-in document, NF1602 or GSFC Form 20-9, include any background information (i.e. what mission/flight this equipment is associated with, etc.) and forward to the Property Disposal Team, Code 273.

10.10.2 NASA has an interagency agreement with the Smithsonian Institution concerning the transfer and management of all NASA artifacts. Any correspondence (written or verbal) had with a curator from the Smithsonian should be included with turn-in documentation.

10.11 **Exchange (Trade In) of Government Property**

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NASA desires to replace or upgrade a non-excess item of property. (Not all equipment qualifies for exchange/trade-in). During the new procurement process, a vendor may offer NASA an exchange allowance for the used NASA property that is a direct reduction to the vendor's new property price. Prior approval from the PDO is required before proceeding with the trade in process with Procurement.

10.11.1 Complete GSFC Form 20-56 and include a copy of the Receiving and Inspection Acceptance Document and the NF1602 or GSFC Form 20-9. Forward all documents to the Property Disposal Team, Code 273.

10.11.2 A 3-day screening process shall be conducted for all NASA Center, and federal and state agencies to request transfer of equipment.

10.11.3 If another NASA Center or federal agency expresses an interest in the available item that agency shall forward funds to offset the new procurement.

10.11.4 The PDO shall sign the GSFC Form 20-56 approving the exchange trade-in. Copies shall be forwarded to the property custodian, initiator, and Procurement.

10.11.5 The initiator is responsible for preparing the Shipping/Transfer Request, GSFC 20-4 to transfer the property to the vendor and obtaining a signature from the property custodian and the vendor.

10.11.6 Once the property has been picked up, the initiator/property custodian will forward a copy of the signed GSFC form 20-4 along with the ECN tags, if applicable, to the Property Disposal Team, Code 273.

10.11.7 If after 30 days the transaction has not been completed, the trade-in action will be canceled, and the property will be added back on the property custodian's property account.

10.12 Excessing Equipment Located in Foreign Countries

10.12.1 Property physically located outside the States of the Union, the District of Columbia, the Commonwealth of Puerto Rico, American Samoa, and Guam, the Commonwealth of the Northern Mariana Islands, the Trust Territory of the Pacific Islands, and the Virgin Islands is considered foreign property.

10.12.2 In addition to the NF1602 and/or the GSFC Form 20-9 turn-in documents, the following supporting documentation is required:

- a. Copy of the agreement or documentation supporting the delivery of the equipment to the foreign location. (Has the agreement expired?)
- b. Point of contact, complete address, and phone number where the equipment is located.

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- c. Complete commercial descriptions, including but not limited to: ECN, item name, model number, serial number, condition code, acquisition cost, features and capabilities.
- d. Any import license involved when the property was shipped from the United States.
- e. Data storage devices must be sanitized or remove data. If organization requests the data to remain, a waiver from the Chief Information Officer (CIO) is required.
- f. Pictures of the equipment if available
- g. Include any parties located in the foreign location that have expressed an interest in the equipment (If recommendations are to allow the equipment to remain in the foreign country, what benefit is this to NASA?)
- h. Is there a cost if equipment items are not transferred?

10.12.3 Final approval authority lies with NASA HQ. Excess transactions will be processed through NPMDS upon receipt of approval.

10.13 **Requesting Excess Property**

10.13.1 The Center's Excess Warehouses are located in Building 16W at Greenbelt and Building N222 at Wallops. Equipment may be screened by Center employees Monday through Friday 8:00 a.m. - 3:30 p.m. No appointments are required.

10.13.2 When an item has been selected, the requestor shall complete GSFC Form 20-38 and obtain the property custodian's signature. If the requestor is an onsite contractor, the contracting officer's signature is also required.

10.14 **Requesting Excess Property from other NASA Centers**

10.14.1 Excess property of other NASA Centers or federal agencies is available for official Government use by Center employees. All GSFC transfer requests for excess property shall be completed using the Federal Disposal System Screen by Computer and Requisition Excess by Electronic Notification (FEDS SCREEN) or a paper Standard Form (SF) 122. (Contact the PDO to obtain access to screen the GSA FEDS).

10.14.2 The transfer document SF 122 shall be generated and signed by the NASA PDO. The property custodian shall receive a copy of the transfer document. The requester of the excess property shall notify the Property Disposal Team on 6-5912 at Greenbelt or at Wallops on 7-1133 to initiate a freeze request action with the holding agency that has the excess property. The requesting organization shall incur all shipping costs. In addition, when property is very large or attached to buildings, the requesting organization shall incur all costs for disassembly.

10.14.3 Transfer documentation for all excess property received by GSFC from other NASA Centers or federal agencies shall be submitted to NEMS if the transfer contains property that should be controlled by NEMS.

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Appendix A: Telephone Directory – Equipment Management Points of Contact

<i>SUPPLY & EQUIPMENT MANAGEMENT BRANCH - CODE 273</i>		
Branch Head/GSFC Supply & Equipment Management Officer (SEMO)	Sara Jensen	6-3386
Asst Branch Head/HQ Supply & Equipment Management Officer (SEMO)	Connie Higgs	6-7420
Branch Office	Kevin Roberts	6-7644
<i>Equipment Management Team – Code 273</i>		
Team Leader, Acting	Connie Higgs	6-7420
Equipment Management Support for Directorate Codes GEWA, 100, 200, 300, 400, 600, 700	Betty Pettus	9626
Equipment Management Support for Directorate 500 System Administrator for: NASA Equipment Management System (NEMS) NASA Property Disposal Management System (NPDMS) Computer Hardware Inventory and Repair Processing System (CHIRPS)	Linda Wallace	6-3244
Equipment Management Support for Directorate 800 (WFF)	Regina Waters	7-1337
<i>Property Disposal Team – Code 273</i>		
Team Leader/Property Disposal Officer Sales Contracting Officer Precious Metals/Recycling Program	Jack Cronise	6-5924
Equipment Exchange (Trade-In) NEMS Reutilization Coordinator/Requesting Excess Property Computers for Learning-Executive Order 12999	Joyce Brooks	6-5912
Sales Collection Officer	Dorothy Williams	6-9625

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<i>Contract Property Team – Code 273</i>		
Team Leader/ Goddard Industrial Property Officer (IPO)	Gary Morris	6-5031
HQ Industrial Property Officer	Sherry Pollock	6-8965
<i>OTHER POINTS OF CONTACT</i>		
Storage of Equipment (Code 274)	Lindy Bingham	6-9640
Central Receiving, Bldg 16W (Code 273)	Jackie Cooper.	6-3976
<i>LOGISTICS SUPPORT CONTACTOR – TRAX INC</i>		
<i>Equipment & Disposal Branch - (Code 279)</i>		
Branch Head	Mike Davis	6-2004
Tag In Division & Inventories Team, Lead	William Burks	6-9595
Equipment Managers:		
• Directorates 100/200/300/700	Niki Washington	6-8807
• Directorates 400	Wanda Dantos	6-2551
• Directorate 600	Cheryl Chaney	6-7077
• Directorate 500	Kenya Wells	6-8748
Special Programs Team (Capital Asset Tracking & Loan/Lease Program)	Tony Pasquale	6-6465
Excess Warehouse, Supervisor	Marvin Jackson	6-9042
Labeling Excess Equipment	James Neal	6-2995
NPDMS Data Entry/Excess Property Support	Diane Goddard	6-5568
	Janice Woodfork	6-4248
<i>Transportation Branch (Code 279)</i>		
Branch Head	Jim Pavey	6-9597
Excess Pickup/Deliveries	Jean Manall	6-9642
Packing/Crating	Walt Carel	6-9557
Storage	Gary King	6-4330
Receiving Supervisor	Pat Burns	6-2267
Shipping	Mike Thompson	6-9933

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<i>WALLOPS FLIGHT FACILITY - WALLOPS LOGISTICS TEAM</i>		
<i>CUBE/CODE 200C</i>		
Branch Head	Clayton Wetzel	7-1648
Excess Warehouse	Roland Satchell	7-1331
NEMS	Alvin Taylor	7-1360
Storage	Kevin Harmon	7-2331
Receiving	Larry Chance	7-1424
Packing/Crating	Chief Merritt	7-1123
Shipping.	Rena Taylor	7-1595

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APPENDIX B: Sample of Property Custodian Delegation Letter

TO: (Property Custodian)
FROM: XXX/Division Chief
SUBJECT: Property Custodian Appointment

In accordance with NASA Procedural Requirements, NPR 4200.1F, Chapter 1, Paragraph 1.2.6, you, (name of property custodian) are hereby designated as the property custodian for Code _____. As the property custodian your responsibilities are:

1. Establish and maintain a current system for the control and accountability of all Government equipment assigned to your custodial area(s).
2. Provide adequate instructions to the equipment user of their responsibilities for the proper use of Government equipment and advise personnel that equipment is to be used for official purposes only.
3. Report all untagged controlled equipment as Found on Station, including fabricated equipment found in your assigned area(s), to NASA Equipment Management System Control, Code 279. Assist in the research to identify the circumstances relating to the untagged items found on station and determine why control was not established at the time of receipt.
4. Assign all equipment in your property account(s) to a designated user.
5. Identify and report any controlled equipment no longer needed in your property account(s) and, ensure that all property assigned to your custodial account is in serviceable condition.
6. Cooperate in physical inventories of controlled equipment and assist in any followup actions.
7. Ensure a Survey Report is submitted to the Equipment Management Team, Code 273, within 30 working days of the date of discovery of missing property. The Security Division should be notified immediately if theft is suspected.
8. Accompany division chief during annual walkthrough inspections.

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9. Establish internal procedures to ensure that your equipment users coordinate all equipment actions with you.
10. Perform functions of receipt inspector, signing off on a Receipt and Inspection Form for all purchases using funds from a credit card or Blanket Purchase Agreement.
11. Promote and approve the reutilization of excess property within your organization.
12. Establish internal procedures to minimize the unauthorized approval to cannibalize Government property.
13. Maintain accurate documentation for Employee Loan Agreements, Shipping Documents, and borrows between property custodians at GSFC or other NASA Centers and official loans.
14. Approve all equipment excess actions within your organizations.
15. Approve all storage actions originating from your organizations.

Should you need assistance in this role please call Ms. Connie Higgs, Code 273, at x6-7420.

Signature

cc:
273/Ms. Higgs
273/Ms. Wallace

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CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline		Initial Release

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